

Instructions – Evaluation Timeline Waiver

EVALUATION TIMELINE WAIVER

The Special Education Programs and Services Rulemaking Hearing Rules of the State Board of Education [§ 0520 – 109 – 05 (3)] state:

“The standard timeframe from informed written parental consent to the placement of a child eligible for special education will be limited to forty (40) school days. A reasonable exception may be approved by the Department if, based on the unique needs of the child being evaluated, extra time is required. The granting of any exception will be based on the documented individual needs of the child.”

PURPOSE: To document the need for an extension of the forty (40) school days timeline when the unique needs of the child being evaluated are a reasonable exception requiring extra time.

FORM USE: The assessment specialist or case manager of the child’s assessment completes this form *after* the initiation of the evaluation process and *prior* to the required date (40 school days from the date the school receives the signed *Informed Written Parental Consent* form) of the completion of the assessment. The *Evaluation Timeline Waiver* is sent initially to the parent to obtain permission to extend the time needed for the child’s assessment. This form also includes an explanation to the parent of the reasons why extra time is needed. After permission is obtained from the parent, the form is submitted to the State Department for approval.

WHEN TO USE: The *Evaluation Timeline Waiver* is to be used only when extenuating situations develop during the course of the 40 school day timeline. Examples of appropriate situations of when the *Evaluation Timeline Waiver* would be required are:

1. An evaluation begins with one ‘suspected disability’ and during the course of the evaluation an overriding ‘primary disability’ that requires input from other professionals is required (i.e., assessment for a suspected Language Impairment when socioemotional and behavioral observations suggest Autism or assessment for Emotional Disturbance when historical review and input from the parent suggest a possible Traumatic Brain Injury).
2. The evaluation is delayed due to difficulties in scheduling for a required medical evaluation (i.e., a child suspected of having a Hearing Impairment cannot obtain a timely appointment with the Audiologist and/or Otolaryngologist or the initial appointment has been rescheduled). Every effort should be made to schedule medical evaluations for the child within the 40 school day timeline. ***If the suspected disability does not require a medical (i.e., M.D. or Psychiatrist) evaluation and***

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scheduling an appointment with this professional is the reason given for the delay in evaluation – the request for an Evaluation Timeline Waiver will not be approved.

An *Evaluation Timeline Waiver* is not required when the assessment is completed and the IEP team meeting to review the interpretation and results of the assessment has been scheduled within the 40 school days. If the meeting is cancelled by the parent extending the 40 school day timeline, an explanation should be documented in the student's file and the IEP meeting should be rescheduled.

INSTRUCTIONS:

I. School Level

"Dear _____ 1 _____:"

1. Write the parent's name on number 1.

"On _____ 2 _____ (date), _____ 3 _____ (child's name) was referred for a comprehensive evaluation for determination of eligibility and need of special education services. The Informed Consent for Evaluation was received on _____ 4 _____ (date). An initial evaluation was proposed for completion by _____ 5 _____ (date)."

2. Write the date the *Informed Written Parental Consent* was sent to the parent on number 2.
3. Write the name of the child being assessed on number 3.
4. Write the date of the receipt of *Informed Written Parental Consent* by the school on number 4.
5. Calculate 40 school days from the date the school received the *Informed Written Parental Consent*. Do not include weekends, holidays, or periods of time when school is not in session in this count. Write this date on number 5.

"Extensive evaluation procedures are required for the completion of your child's evaluation that include the following:"

Evaluation Procedure	Reason for Extended Time	Additional Time Needed
6	7	8
6	7	8

6. Describe the evaluation procedure(s) that will require extension of time in cells numbered 6.
7. Explain the reason why the proposed evaluation procedures will require additional time in cells numbered 7.
8. Record the total number of school days required for the proposed procedures in cells numbered 8.

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Due to the extensive procedures involved in your child's evaluation, we are requesting permission to waive the 40 school day evaluation time frame permitted in Section 0520-1-9-.05 of Tennessee's Rules, Regulations, and Minimum Standards. We are requesting this extension for evaluation of your child in order to provide additional information to help us plan a more effective educational program. Your child's evaluation will be complete no later than 9 (date).

9. Calculate the number of **school days** required for the time extension (e.g., the maximum number of days listed in any cell of column 8) and determine the proposed new evaluation completion date. Write that date on line 9.

II. School Level

10. Send the *Evaluation Timeline Waiver* to the parent for permission to extend the timeline for evaluation and parental input. Document and copy the original *Evaluation Timeline Waiver* and place the copy in the student's file.
11. After receiving the *Evaluation Timeline Waiver* with permission from the parent, replace the document copy in the student's file with the signed original document.
12. Fax a copy of the signed *Evaluation Timeline Waiver* to the Special Education Coordinator or Director.

III. Special Education Coordinator or Director

FOR SCHOOL SYSTEM COMPLETION	
School <u>13</u> School System <u>14</u>	Request made by <u>15</u> Position <u>16</u>
Date Received from Parent <u>17</u> Date Faxed to State Department <u>18</u>	
FOR SDE USE ONLY	
<u>19</u> Date Received	<u>20</u> Date Returned
Status <u>22</u> Approved For (<u>23</u>) Not Approved (<u>25</u>)	Date of Review <u>25</u> New Due Date <u>24</u>
<u>26</u> Signature--Division of Special Education	

The top cell at the bottom of the page is completed in the Special Education Central Office after the signed *Evaluation Timeline Waiver* is faxed to the Special Education Supervisor or Coordinator.

13. Write the name of the school the student attends on line 13.
14. Write the name of the school system on line 14.
15. Write the name of the Special Education Supervisor or Coordinator processing the form on line 15.
16. Write the position of this person on line 16.

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17. Write the date the signed *Evaluation Timeline Waiver* was received from the parent on line 17.
18. Write the date this form was faxed to the State Department on line 18.

Fax the request for an *Evaluation Timeline Waiver* to the State Department of Education (615-532-9412) with attention to the Assessment Coordinator.

IV. State Department of Education

The second cell at the bottom of the page is for State Department of Education use only. The request will be reviewed and either approved or not approved. *Evaluation Timeline Waivers that are submitted after the initial evaluation date has ended or are incorrectly completed per these instructions will be returned to the school system by fax and WILL NOT BE APPROVED.*

19. The date the *Evaluation Timeline Waiver* was received by fax is recorded on line 19.
20. The date the *Evaluation Timeline Waiver* was returned by fax to the school system is recorded on line 20.
21. Line 21 records the date on which the request for an extension of time was reviewed.
22. When the request is approved line 22 is checked.
23. Line 23 indicates the number of school days extension considered reasonable for the request.
24. Line 24 records the approved new 'evaluation due date'.
25. Line 25 is checked if the request for an extension of time is not approved.
26. The State Department of Education assessment consultant that has reviewed the requests signs line 26.

The request for an *Evaluation Timeline Waiver* is then faxed to the school system and filed at the State Department with the school system's assessment records.